

OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

13 March 1974

1. Forgotten Badge Procedure. Within the next few days any employee who forgets his badge will be required to go to the receptionist at the Main Entrance to get a visitor's badge. If an employee must enter the building on a holiday or at night and does not have a badge, the guard at any open entrance will put him in contact with the Security Duty Officer.

2. Spouses on LWOP. The Office of Personnel has advised that the policy permitting staff employee spouses to take 3 years LWOP when traveling overseas with their sponsor will be clarified. An employee under that type arrangement has applied for local employment with another government agency (Department of Defense) and is being advised that she will have to resign from the Agency to accept such employment. The Agency cannot continue her in LWOP status while she is employed by another government Agency. She will be given full consideration for employment upon the return of the family to headquarters if she applies.

25X1A

[REDACTED]

4. Cable Preparation. Part of the cable preparation procedure requires that the originator include his phone number on the form to facilitate queries concerning the message. The number included is normally the originator's black line number. Security precludes discussion of classified topics on the black lines and since almost all Agency cable matters include some sensitivity, rarely may the subject be discussed on less than a red line. For this reason it is requested that all cables be prepared reflecting the originator's red line number. The black may also be included with the numbers cited as [REDACTED]

25X1A

It is recognized that some cable originators are outside of this building and do not have a red line. In such instances, if the originator has a Green Line it should be shown using the format of the above example. If the originator has neither red or Green the black line should be cited alone, but phone security must be observed.

Audit of Credit Union. When the Credit Union statements are issued for the first quarter of 1974, they will include the annual audit statement which will request that employees verify the balances and advise the Audit Staff of any discrepancies. A Notice on this subject will be issued in the next few days. In the meantime, the Audit Staff is trying to identify a single vaulted room in this building which they could use for about three days in mid-April in conjunction with the audit. If you have a vaulted area you could make available for this short time, please advise us.